



Competitive Service

Vacancy Announcement

Defense Language Institute Foreign Language Center and Presidio of Monterey,
Presidio of Monterey, CA 93944-5006

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Merit Placement & Promotion Program

Announcement Number: C-10-98

Opens: March 10, 1998

Initial Cut-Off: March 24, 1998

Closes: Open Until Filled

Position Title: Librarian (System Services)
GS-1410-11

Salary: \$38,593-\$50,168 per annum

Location: Dean for Academic Administration,
Academic Library, Presidio of Monterey, CA

Area of Consideration: Career/Career Conditional Employees; VRA appointment eligibles; Army NAF employees with one year continuous service under an appointment without time limitations; Eligible applicants under Executive Order 12721; Special Emphasis Program Eligibles; and other Special Appointing Authority Eligibles.

PCS Costs are NOT Authorized

Applicants must ensure that all requirements are met before requesting consideration for this position. Qualification will be based on the application package you submit. Be sure that your application clearly shows the extent and type of required experience or education. When addressing the job elements, please limit your paperwork to two pages per element. Please make a copy of your application before submitting. Applications will not be returned nor duplicated once submitted. Copies reproduced at government expense will not be accepted and applications submitted in postage paid government envelopes will not receive consideration.

What To Submit And Where To Apply

1. Applicants must submit one of the following: A resume, the Optional Application for Federal Employment (OF-612), or any other written format. **Your resume or application must contain the information stated in the OF-510 pamphlet, Applying for a Federal Job.**
2. SF-50 Notification of Personnel Action which indicates Tenure 1 or 2, Competitive Service or Permanent VRA Appointment (for non-DLIFLC employees with status).
3. Knowledge, Skills, & Abilities Statements (KSA's).
4. Latest Performance Appraisal (current Federal employees only).
5. DD-214, Member 4 copy (Veterans & VRA eligibles).
6. DA Form 3434 for NAF employees.
7. Written request for spouse preference and sponsor's official PCS order to the DLI area (if applicable).
8. If you are applying under the Career Transition Assistance Program Special Selection Priority, please attach a copy of your reduction-in-force or other separation notice to your application.
9. SF-15 (if claiming 10 point veteran's preference) and supporting documentation.
10. College Transcripts.

Mailing Address:

Defense Language Institute Foreign Language
Center and Presidio of Monterey
ATTN: ATZP-CP-ESD
Presidio of Monterey, CA 93944-5006

The Civilian Personnel Office is located in Bldg. 340, Room 1.
For information call - (408)242-5137, DSN 878-5137
Fax# (408)242-6112, DSN 878-6112

Please Note: All documents must be received in the Civilian Personnel Office by 4:45 p.m. on the closing date of this announcement, or postmarked by the closing date of this announcement.

This announcement may be used to fill future vacancies within 180 days after the closing date.

DLI is an Equal Opportunity Employer

All qualified applicants will receive consideration for position vacancies without regard to race, creed, color, age, national origin, lawful political affiliation, sex, marital status, membership or non-membership in an employee organization, handicap not disabling to the job, or other non-merit factors.

Please post on bulletin boards until after the closing date shown above.

Summary of Duties:

Plans, evaluates, and recommends acquiring computer software and hardware to support extensive library functions. Operates and adapts existing software and reconfigures hardware to enhance operations or accomplish new tasks. Works with computer specialist to translate library needs into automated systems and advises library management on new generations requirements. Reviews the performance of the collection development process, on-line public access database maintenance, and original classification and cataloging to determine and develop required improvements. Reviews and coordinates the technical process for consistency, functionality, and conformance to accepted practice. Serves as the work leader for the technical services staff (includes Librarians and Library Technicians). Keeps in touch with the status and progress of work, instructs employees in specific tasks and job techniques and makes available written instructions, reference materials, and supplies.

Minimum Qualification Requirements:

BASIC REQUIREMENT

A. Completion of 1 full academic year of graduate study in library science in an accredited college OR university, in addition to completion of all work required for a bachelor's degree;

OR

B. Completion of all requirements for a "5th-year" bachelor's degree in library science and at least 1 year of library experience that included the performance of duties in one or more functional areas of librarianship.

ADDITIONAL REQUIREMENT FOR GS-11

A. Completion of all the requirements for a master degree or 2 full academic years of graduate study in library science, in an accredited college or university;

OR

B. One of the following:

(1) One year of professional experience in librarianship that included the performance, supervision, or administration of one or more major functional areas of librarianship (i.e., selection, acquisition, cataloging and classification of material, bibliographic and reader's advisory services, reference and literature searching services, library management, systems planning, or development and strengthening of library services). This position is highly specialized and requires advanced experience in library technical services (cataloging, acquisitions, and serial processing) and experience with library computer services;

OR

(2) One year of professional or advanced technical librarian experience or knowledge of an Oriental, Slavic, Germanic, or Romance language that provided the applicant with the professional technical, language, or other specialized knowledge and abilities. Such experience may have been gained as a specialized librarian; or as a subject specialist, professor or teacher, translator, technical writer or editor, literature searcher, indexer, or abstractor, etc., in the particular subject-matter and/or language area;

OR

(3) Completion of all the requirements for a master's degree or 2 full academic years of graduate education in a subject-matter field that is especially applicable and that provided knowledge required to perform the major job duties.

AND

All applicants must meet the postgraduate or specialized experience requirements listed below:

Completed all the requirements for a doctoral degree (or equivalent) or 3 full academic years of graduate education in:

(1) Library science **OR**

- (2) Developing electronic records for libraries **OR**
- (3) Training in any of the following: Oriental, Slavic, Germanic, or Romance languages appropriate to the position;

OR

SPECIALIZED EXPERIENCE

The following experience may be substituted for the postgraduate education listed above:

The applicant had either 1 year of professional experience in:

- (1) Developing electronic records for libraries as described in summary of duties above;

OR

- (2) Reading experience in any of the following: Oriental, Slavic, Germanic, or Romance languages sufficient to identify and evaluate materials in support of a foreign language teaching department.

Time-In-Grade Requirements: In addition to specialized experience, competitive applicants must have completed one year of service at the GS-9 level or higher.

Job Elements:

Applicants should provide information regarding experience and/or training which indicates:

- 1. Knowledge of library technical service functions including cataloging, acquisitions, and serial processing.
- 2. Knowledge of library systems including computer operations and systems integration relating to state of the art library applications.
- 3. Knowledge of electronic records for libraries, including on-line resources, networks, and user services.
- 4. Reading knowledge of an oriental, slavic, germanic, or romance language.

NOTE: *COMPLETION OF THE SUPPLEMENTAL KSA'S IS NOT REQUIRED BUT FAILURE TO DO SO MAY RESULT IN A LOWER RATING. A GUIDE TO PREPARING EMPLOYEE SUPPLEMENTAL STATEMENTS IS AVAILABLE IN THE DLIFLC CIVILIAN PERSONNEL OFFICE TO ASSIST YOU IN PREPARING YOUR SUPPLEMENTAL STATEMENTS. PLEASE LIMIT YOUR PAPERWORK TO TWO PAGES PER KSA. BE CONCISE. KSA'S LONGER THAN TWO PAGES WILL NOT BE CONSIDERED.*

Conditions of Employment:

- 1. Prior to appointment, male applicants between the ages 18 through 25 must certify that they are registered with the Selective Service.
- 2. Applicant selected will be required to participate in direct deposit/electronic funds transfer as the standard method of salary payment.